

BRANCH MANAGER

The Marion County Public Library System is accepting applications for a full-time BRANCH MANAGER position at our Mannington location. Applicants must have a positive work ethic, friendly personality, exceptional leadership, and the ability to effectively accomplish all tasks necessary to successfully manage a MCPLS branch. Duties include managing all activity and personnel relating to daily operations, programming, collection management, circulation, and patron relations. Community engagement will be expected.

SKILLS NEEDED:

- Effective problem solving skills for library, staff, and patrons
- Excellent time/task management
- Clear and concise communication skills, written and oral, with community, patrons, staff, and MCPLS administration
- Supervisory experience of a 4 - 6 person work force
- Ability to design and/or present library programming to various ages, as needed
- Record keeping, staff scheduling, and event organizing necessary
- Recognize and schedule building maintenance as needed
- Ability to follow instruction and direction from the MCPLS administration and Board
- Ability to handle multiple projects/tasks at same time
- Physically able to be on feet for most of the day; bend, lift, carry up to 30 lbs.

EDUCATION REQUIREMENT:

- MLIS degree and 2 years in Public Libraries OR
- BA degree with 3 years of public library experience OR
- Any equivalent combinations of experience and training which provides necessary skill set to perform job duties.

To apply, please submit a cover letter along with your resume and references to Kerry Trahan at ktarahan@mcpls.org or to any one of our physical branches in Fairmont, Fairview, or Mannington. To apply by mail, send information to: MCPLS, 321 Monroe Street, Fairmont, WV 26554